Board of Finance Reimbursement Request for Special Needs Requirements

5:01:02:14.01. In-state lodging reimbursement for individual with special needs. If an individual who has special needs is required to travel on state business and that individual cannot find accessible rooms available at the customary state rates, the individual may be reimbursed for not more than \$100 for the accessible room.

Date:	Agency:		
Employee Requesting Reimbursement:	(Last Name)	(First Name)	(Middle Initial)
Agency Address:			
	(Street Address	/City/State/Zip Code)	
Agency Phone Number:			
Reimbursement Rate Requested:			
Date(s) of Travel:			
Name & Title of Supervisor: Approving	g Request:		
Signature of Employee		(Date)	
Signature of Supervisor		(Date)	
Explanation:			
The employee/agency must attach the I travel voucher and submit it to the State (State Auditor's Office, 500 E. Capitol	e Auditor for reimburg	sement.	equirements Form to the
20110304			